

LANCASTER COUNTY CORRECTIONAL SPECIALIST I

NATURE OF WORK

This is human service work providing direct services to inmates in a correctional facility.

Work involves responsibility for interviewing, assessing and providing direct services to inmates in an effort to intervene in varied and complex problems including substance abuse, nicotine addiction, socio-economic barriers, low self-esteem, racism, anger control, family/peer conflicts, depression and suicidal expression. Work also involves compiling intake and release statistics; formulating and preparing reports summarizing services provided; and matching inmate needs with outside agency services. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and effectiveness of service provided.

EXAMPLES OF WORK PERFORMED

Interview inmates, assess criminal background and behavior in preparation of classification reviews for appropriate housing; identify special case detainees for referral for needed treatment or placement; complete investigations involving inmate complaints concerning classification issues; investigate inmate tort claims and grievances.

Develop and conduct orientation sessions with new inmates to facilitate adjustment to confinement in a correctional facility; prepare monthly informational reports based on program services provided; coordinate and complete emergency protective custody procedures when necessary.

Assess inmate intervention needs for such varied and complex problems as substance abuse, nicotine addiction, socio-economic barriers, low self-esteem, homophobia, racism, anger control, family/peer conflicts, depression and suicidal expression; organize and implement a variety of self-improvement activities and programs designed to meet specific needs of inmates; assist in the recruitment, coordination and training of volunteers for inmate activities and programs; refer inmates with identified needs to outside agency services for assistance as needed.

Train Correctional Officers in a variety of topic areas including rules and regulations governing the facility, intake procedures, cultural sensitivity, suicide intervention and related mental health issues; participate on a variety of committees in order to establish and maintain a network system with outside agencies.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the individual and group behavior of incarcerated individuals.

Knowledge of the principles, practices and methods utilized in the delivery of human services to incarcerated individuals and individuals experiencing behavioral problems including substance abuse.

Knowledge of the sociological, psychological and cultural factors influencing the behavior and attitudes of inmates in a correctional facility.

Knowledge of the courts and criminal justice system.

Knowledge of the functions and services of community organizations and related human service agencies.

Knowledge of the rules and regulations pertaining to the operation of a correctional facility.

Ability to conduct investigative and interviewing practices.

Ability to understand and effectively communicate with incarcerated individuals having a variety of cultural mores, religious beliefs, customs and sexual preferences.

Ability to assess inmate needs and compile statistical reports based on services provided.

Ability to establish and maintain effective working relationships with inmates, co-workers, court officials, attorneys, outside agency representatives and the general public.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in criminal justice, psychology, sociology, human services or related field plus experience providing human service programs to incarcerated individuals in a correctional facility.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by college level course work in the human or behavioral sciences or other specialized training program with some experience in a capacity related to the position; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Must be a citizen of the United States and be at least nineteen (19) years of age or older.

At the time of employment, must be fingerprinted and the fingerprint cards promptly submitted to the Nebraska State Patrol for a criminal history search; must be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of (1) year or more, from which a pardon has not been received.

Must submit to and successfully pass a substance abuse test.

Must be examined by a licensed physician and meet the medical requirements of the Corrections Department.

Possession of a valid State of Nebraska's license when operating a vehicle is required in the performance of assigned duties.

Approved by: _____
Department Head

Personnel Director

Revised: 5/97

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